

LaPorte County Highway Department

Telephone: (219) 362-2051
Fax : (219) 362-4221



1805 W. 5th Street

LaPorte, Indiana 46350

Request for Proposal for Project Development Services - Notification

Re: Johnson Road Intersections

Des. No.: 0600748

Posting Date: November 13, 2007

The Board of Commissioners of LaPorte County, Indiana, is soliciting proposals from qualified engineering firms to provide project development services for the above referenced project ("the Project").

Project Location:

- The intersection of Johnson Road and Pahs Road,
- The intersection of Johnson Road and CR 450 N

Response Due Date and Time:

Proposals must be submitted on or before **3:30 PM Tuesday, December 4, 2007 (Central Time)**.

This Request for Proposals (RFP) is official notification of needed professional services. This RFP is being issued to solicit a letter of Interest (LoI) and other documents from firms qualified to perform engineering work on federal aid projects. A submittal does not guarantee that the firm will be contracted to perform any services but only serves notice that that firm desires to be considered.

Contact for Questions: Robert Young, Superintendent or Rick McVay, Highway Engineer
LaPorte County Highway Department
1805 West 5th Street
LaPorte, IN 46350-8380
Phone: (219) 362-2051
Fax (219) 362-4221

Submittal requirements:

1. Letter of Interest (required content and instructions follow)
2. One (1) signed Affirmative Action Certification and associated required documents for all items with Disadvantaged Business Enterprise (DBE) goals (sample form follows).

Submit To: Board of Commissioners of LaPorte County, Indiana, c/o La Porte County Auditor
813 Lincolnway
LaPorte, IN 46350

Selection Procedures:

Consultants will be selected for work items further described herein, based on the evaluation of the Letter of Interest (LoI) and other required documents. The Consultant Selection Rating Form that will be used to evaluate and score the submittals is included for your reference.

To be eligible for consideration, the lead consultant must be prequalified by INDOT.

Requirements for Letters of Interest (LoI)

A General instructions for Preparing and Submitting a Letter of Interest (LoI)

1. Provide the information as set out in Item B below, in the same order listed, signed by an officer of the firm. Scanned signed documents or electronically applied signatures are both acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. LoI's shall be limited to a total of twelve (12) 8½" x 11" pages. Ten (10) pages for Identification and Qualification and two (2) pages for the combined Key staff and Project Approach unless otherwise noted in the Project Description.
3. LoI's must be received not later than "Response Due Date and Time" as shown in the RFP header shown above. Responses received after this deadline will not be considered. Submittals must include all required attachments to be considered for selection.

B Letter of Interest Content

1. Identification and Qualifications

- a. Provide the firm name, address of the responsible office from which the work will be performed and the name and email address of the contact person authorized to negotiate for the associated work.
- b. List all proposed sub consultants, their DBE status, and the percentage of work to be performed by the lead consultant and each sub consultant (sample Affirmative Action Certification follows). A listing of certified DBE's eligible to be considered for selection as

prime consultants or sub-consultants for this RFP can be found at the Indiana Department of Transportation's (INDOT) website (www.in.gov/dot/div/legalJDBE/dbelist.xls).

- c. Provide personnel resumes and such additional information concerning qualifications as may be relevant to the project.

2. Key staff and Project approach

- a. List the Project Manager and other key staff members, including key sub consultant staff and include the percent of time the project manager will be committed for the contract, if selected. Include project engineers for important disciplines and staff members that will be responsible for the work. Address the experience of the key staff members on similar projects and the staff qualifications relative to the required item qualifications.
- b. Describe the capacity of your staff and their ability to perform the work in a timely manner relative to present workload and the availability of the assigned staff.
- c. Provide a description of your Project Approach relative to the advertised services. For project specific items confirm that the firm has visited the project site. For all items address your firm's technical understanding of the project or services, as related to your firm's qualifications.

Requirements for Affirmative Action Certification

A completed Affirmative Action Certification form is required for all items that identify a DBE goal. The consultant must identify the DBE firms with which it intends to subcontract. Include the contract participation percentage of each DBE and list what the DBE will be subcontracted to perform on the Affirmative Action Certification Form. Copies of DBE certifications, as issued by INDOT, for each firm listed are to be included as additional pages after the form. If the consultant does not meet the DBE goal, the consultant must provide documentations on additional pages that it has made good faith efforts to achieve the DBE goal. Please review the DBE program based on any goals set and complete the DBE Affirmative Action Certification form as applicable. What constitutes good faith efforts is explained in detail within the DBE program information referred to above. If no goal is set then no Affirmative Action Certification form is required. Indiana Department of Transportation's (INDOT) DBE Program Information is available at the Indiana Department of Transportation's website.

A listing of certified DBE's eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the Indiana Department of Transportation's (INDOT) website. (<http://www.in.gov/dot/div/legal/DBE/dbelist.xls>)

DBE subcontracting goals apply to all prime submitting consultants, regardless of the prime's status of DBE.

Work item details:

Local Public Agency Name: LaPorte County, Indiana, by and through its Board of Commissioners

Project Location: Intersection of Johnson Road and Pahs Road and Intersection of Johnson Road and CR 450 N

INDOT District covering project: LaPorte District

INDOT Des#: (if known) 0600748

Project Phases Included: Project Development Services

Project Description: The selected consultant will perform the project development for the following project:

Johnson Road At Pahs Road Intersection Improvement: The design and preparation of construction documents for the improvement of the Johnson Road at Pahs Road intersection. The anticipated project scope of work is 3R (Non-Freeways). The intersection is to be designed to improve traffic operations, improve vertical and horizontal sight distance, eliminate soil erosion in the southwest quadrant, and improve roadside safety. The design is to include, but not limited to, a new traffic signal, driveway relocation in the southeast quadrant, and an enclosed storm drainage system. It is anticipated that 2,000 feet of Johnson Road is to be reconstructed and that 1,000 feet of Pahs Road is to be reconstructed.

Johnson Road At CR 450 N (Renner Drive) Intersection Improvement: The design and preparation of construction documents for the improvement of the Johnson Road at CR 450 N (Renner Drive) intersection. The anticipated project scope of work is 3R (Non-Freeways). The intersection is to be designed to improve traffic operations, improve vertical and horizontal sight distance, and improve roadside safety. The design is to include, but not limited to, a new traffic signal and an enclosed storm drainage system. It is anticipated that 1000 feet of Johnson Road is to be reconstructed and that 500 feet of CR 450 N is to be reconstructed.

Consultant services may include Environmental Documentation, Topographic Survey, Non-complex design, Right-of-way Plan Development, and Utility Coordination.

Estimated Construction Amount: \$2,670,000

Funding: 80/20 Federal Funding involved

Term of Contract:	Notice to Proceed	03/01/2008
	Complete Survey	06/30/2008
	Preliminary Field Check	12/31/2008
	Final Right-of- way Plans	04/30/2009
	Final Environmental	10/31/2009
	Final Design Summary	12/31/2009
	Final Field Check	06/30/2010
	Ready for Contract	12/31/2010

DBE goal: 5%

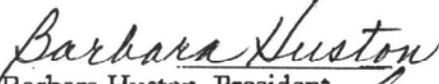
Required Prequalification Categories:

- 2.1 Traffic Data Collection
- 2.2 Traffic Forecasting
- 4.1 Routine and Minor 4way Safety Analysis
- 5.2 Environmental Document Preparation - CE
- 5.4 Ecological Surveys
- 5.9 Archaeological Investigations
- 5.10 Historical/Architectural Investigations
- 6.1 Topographic Survey Data Collection
- 7.1 Geotechnical Engineering Services
- 8.1 Non-Complex Roadway Design
- 10.1 Traffic Signal Design
- 11.1 Right of Way Plan Development
- 12.1 Project Management for Acquisition Services
- 12.2 Title Research
- 12.3 Value Analysis
- 12.4 Appraisal
- 12.5 Appraisal Review
- 12.6 Negotiation

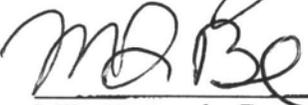
Proposals will be accepted until 3:30 p.m. (local time) on Tuesday, December 4, 2007 and shall be submitted to:

**LaPorte County Auditor
LaPorte County Courthouse
813 Lincolnway
LaPorte, Indiana 46350**

Board of Commissioners of
LaPorte County, Indiana


Barbara Huston, President


Bill Hager, Vice President


Mike Bohacek, Commissioner


Date

CONSULTANT SELECTION RATING FORM

LPA Consultant Selection Rating Sheet

Selection Rating for RFP No. _____

Des# _____

Consultant Name: _____

Services Description: _____

Evaluation Criteria to be Rated By Scorers					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Past Performance	Performance evaluation score averages from historical performance data				
	Quality score for similar work from performance database			12	
	Schedule score from performance database			7	
	Responsiveness score from performance database			7	
Project Manager	Predicted ability to manage the project, based on: experience in size, complexity, type, subconsultants and documentation skills				
	Demonstrated outstanding experience in similar type and complexity	2		10	
	Demonstrated high level of experience in similar type and complexity	1			
	Experience in similar type and complexity shown in resume	0			
	Experience in different type and lower complexity	-1			
Insufficient Experience	-3				
Approach to Project	Project understanding and innovation that gives cost and/or time savings.				
	High level of understanding and viable innovative ideas proposed	2		15	
	High level of understanding of the project	1			
	Basic understanding of the project	0			
Lack of project understanding	-3				
Capacity of Team to do Work	Evaluation of team's personnel and equipment to perform the project on time				
	Availability of more than adequate capacity that results in added value	1		20	
	Adequate capacity to meet schedule	0			
Insufficient capacity to meet the schedule	-1				
Teams Demonstrated Qualifications	Technical Expertise: Unique resources & equipment that yield a relevant added value or efficiency to the deliverable				
	Demonstrated outstanding expertise and resources identified for req'd services for value added benefit	2		15	
	Demonstrated high level of expertise and resources identified for req'd services for value added benefits	1			
	Expertise and resources at appropriate level	0			
Insufficient expertise and/o resources	-3				
	Location of assigned staff office relative to project				
	Within 50 miles	1		5	
	51-150 miles	0			
	151-500 miles	-1			
	Greater than 500 miles	-2			
Weighted Sub-Total					

The scores assigned above represent my best judgment of the consultant's abilities for the rating categories.

Name: _____ **Signed:** _____

Title: _____ **Date:** _____

AFFIRMATIVE ACTION CERTIFICATION

I do hereby certify that it is the intention of my company to affirmatively seek out and consider DBEs certified in the State of Indiana, to participate as part of this proposal. (For listing of DBE certified firms, see www.in.gov/dor/div/legal/DBE/dbclisixls.)

I understand and agree that all subconsulting in connection with this proposal, whether undertaken prior to or subsequent to the notice to proceed, shall be in accordance with the requirements for the Disadvantaged Business Enterprise Program, included elsewhere in this RFP. I understand and agree that no subcontracting shall be approved or commenced until the Department of Transportation has reviewed and approved the affirmative actions taken by my company or me.

I understand that utilization of certified DBEs is in addition to all other equal employment requirements of this RFP.

I acknowledge that this certification is to be made an integral part of this proposal.

I understand and agree that the submission of a blank certification may cause the proposal to be rejected. I hereby certify that contact has been made with the certified DBEs listed in this certification, and that, if my company becomes the CONSULTANT, the certified DBEs have tentatively agreed to perform the services listed below.

I understand that neither my company nor I will be penalized for amounts achieved over or under the amount shown for voluntary DDE utilization that exceeds the goal.

After contract award, any change to the firms listed in this Affirmative Action Certification under race/gender conscious must have prior approval by INDOT's Economic Opportunity Section, Central Office.

SUBCONSULTANTS

DBE SUBCONSULTANTS TO BE APPLIED TOWARD GOAL (RACE/GENDER CONSCIOUS)

<u>Certified DBE Name & Address</u>	<u>Service Planned</u>	<u>Planned Percentage to be paid to DBE</u>
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DBE SUBCONSULTANTS TO BE USED BEYOND GOAL (RACE/GENDER CONSCIOUS)

<u>Certified DBE Name & Address</u>	<u>Service Planned</u>	<u>Planned Percentage to be paid to DBE</u>
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Total Percentage Credited toward DBE Goal (Race/Gender Conscious): _____

Total Percentage of Voluntary DBE Work Anticipated over DBE Goal (Race/Gender Neutral): _____

Name of Company: _____

By: _____ Date: _____